

BRIAN



U.S. Department of Transportation  
Procurement Office

400 Seventh St., S.W.  
Washington, DC 20590  
www.dot.gov

Van Hauen & Associates Inc  
Drawer 71456  
Clive, IA 50325

February 26, 2007

Dear Sirs,

Our records show that you are currently registered as a prospective contractor for procurements issued by the U.S. Department of Transportation. However after reviewing your record we have noticed that you have not submitted your financial information release form.

Your financial institution's privacy policy may not allow it to release your financial information even to government institutions without your consent; therefore we must have such form on file before we can move on with any procurement decisions.

In March 2007, the procurement plan for the second semester of 2007 will be finalized. To be eligible for procurement with the U.S. Department of Transportation, you must submit the abovementioned form to us by fax at 202-403-3395.

Please make sure your fax is preceded by a cover page so we may correctly identify your company.

Sincerely yours,

Lisa Johnson,  
Senior Procurement Officer

**Authorization to release financial information**

Bank name: \_\_\_\_\_

Branch phone: \_\_\_\_\_ Branch fax: \_\_\_\_\_

Bank contact: \_\_\_\_\_

Operating account number: \_\_\_\_\_

Bank ABA: \_\_\_\_\_

We hereby authorize Department of Transportation to obtain financial information on our accounts held at your bank.

Signing officer 1

Signing officer 2

\_\_\_\_\_  
Signature\_\_\_\_\_  
Signature\_\_\_\_\_  
Printed name\_\_\_\_\_  
Printed name

**NOTE: IF MORE THEN ONE SIGNATURE IS REQUIRED ON ACCOUNT, MAKE SURE BOTH BANK SIGNING OFFICERS SIGN THE FORM**

**FORMS FAXED WITHOUT A COVER PAGE WILL NOT BE PROCESSED**